

Do you know where your W-2 is being sent?

2014 W-2's will be mailed to all State of Vermont employees by January 31st.

Please make sure both your home and mailing addresses in Employee Self Service (ESS) are correct!

- ✓ **Home Address:** This is used to determine your residency for tax purposes.
Think of this as your 911 address.
- ✓ **Mailing Address:** This is where you receive your mail.

How to update your address:

Log in to VTHR:

[Main Menu > Self Service > Personal Information > Home and Mailing Address](#)

Additional information:

<http://humanresources.vermont.gov/vthr/payroll/w2>

FAQ's.....

My home and mailing address are the same and my mailing address is blank, is this ok?

- No. Your address must be entered in both home and mailing.

Why does the State of Vermont need to know my home address?

- This address is required in our system in order to successfully calculate taxes.

How do I request a reprint?

- You will be able to print your own after they have been mailed!
 - Log in to VTHR: [Self Service > Payroll & Compensation > View W-2/W-2c Forms](#)

Can I print copies from prior years?

- Yes! 2010, 2011, 2012 and 2013 are available in ESS for re-printing in ESS.

Who do I contact with questions?

- Contact the VTHR Help Desk at VTHR.helpdesk@state.vt.us or by calling 802-828-6700, Option 1 then Option 2